



Checklist 5: Outsourcing On Upwork

Project Name: _____ Date: _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1 Determine what you need a freelancer for, that is, figure out the exact job you would like your freelancer to do | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Open www.upwork.com on your browser | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Click on the 'Post a Job' link on the top right of the page | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Enter your first and last name and your work email address | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Enter a password for your account; make sure that your password is strong because you will need to add funds to your upwork account | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Click on, "Hire for a Project" and then click on "Next" | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Fill in details about how many employees your company has | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Also, add features about which department you work in and mention what your role in the company is | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

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- 9 Click on, 'Start Hiring'
- 10 Mention the type of work you want to be done; this means you need to mention the general title of the type of work you want the freelancer to do, e.g. Full Stack Web Development
- 11 Also, add a title to your project, try to make sure that this title is as inviting and informative as possible, so that prospective freelancers are attracted to your posting
- 12 Then click on, 'Continue to Job Post'
- 13 You must then add the specific skills that you would like your freelancer to have
- 14 Make sure that you select a wide range of essential skills so that different freelancers are attracted to your project
- 15 Describe the work that you want to be done in the next page; make sure that the description covers all the information you would want your hired freelancer to know so that there is no miscommunication
- 16 Also, add specifics about the requirements of your project and make sure that they know what quality of work you expect from them
- 17 Add attachments if you have any
- 18 Mention how you will pay that is, whether you want to pay by the hour or a fixed price

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- 19 Depending on the complexity of the project, the experience level you want from your freelancer
- 20 Add information about time-commitments and the duration of the entire project
- 21 Add screening questions, that is, questions you would like potential freelancers to answer before applying or ask them to submit a cover letter
- 22 Preview the application
- 23 Post the job
- 24 Wait patiently for bids and carefully review each bid before making your decision
- 25 Review terms and conditions with your freelancer before offering them the job
- 26 Offer the job to your preferred freelancer!

Notes